

SPECIAL NOTICE TO ANIMAL SERVICE OFFICER APPLICANTS

All Applicants will be required to submit the following documents at the time of application:

This information sheet is intended to guide you in the application, screening and hiring process of the Sandy City Police Department for the position of Animal Services Officer.

- ☐ Completed Sandy City Application for Employment
- ☐ Sandy City Police Department supplemental Animal Service Officer application
- ☐ Current Resume
- ☐ Type test results with score of at least 20 wpm

Sandy City only accepts applications during an advertised testing process. After initial application, you will be notified by mail of how the testing process will continue. You will not receive any additional information until after a recruitment has officially closed.

ADDENDUM TO SANDY CITY EMPLOYMENT APPLICATION FORM “For Animal Service Officer Applicants Only”

Include copies of Peace Officer Certification(s) and any degree or certificate of education with this application.

Note: P.O.S.T. certification is not required for hiring as an Animal Service Officer, however, the position is a position of trust and responsibility, so the job requirements are very similar.

Name: _____ SSN#: _____

1. Are you a US Citizen? Yes () No ()
2. Are you at least 21 years of age? Yes () No ()
3. Have you ever been convicted of a crime for which
you could have been imprisoned in this or any other state? Yes () No ()

If yes explain: _____

4. Have you ever been convicted of an offense involving dishonesty, unlawful sexual conduct, physical conduct, physical violence, domestic violence, or unlawful use, sale or possession for sale of a controlled substance? Yes () No ()

If yes explain: _____

5. High School Graduate or GED? Yes () No ()

6. Do you currently hold a peace officer certification? Yes () No ()
Name of Certificate: _____
(Utah Special Function officer, Peace Officer etc.)

7. College Education:

College Name	Major	Hours Earned

APPLICATION AND SCREENING PROCESS

Note: All applicants become equals at the start of the next phase.

Stage 1 Application

The Sandy City Police Department accepts applications from all candidates who meet the minimum qualification for employment during each testing process. All interested applicants must submit (1) a Sandy City application, (2) Police Applicant's Addendum, for Animal Service Officer (attached), (3) Current Resume (4) type test results with a score of at least 20 wpm.

Applicants will be invited to test based on a review of the application and resume. Specifically, we will evaluate your education and training, work history, and law enforcement related experience. Sandy City Police Department gives selection preference for college, business or trade school attendance and prior law enforcement experience and/or certification.

Stage 2 Testing-Physical Ability

To be announced and published.

Stage 3 Oral Board

Based on testing and personal history interviews, you may be scheduled for an oral board. The selection board will conduct an interview with each applicant to assess which applicants will best compliment the goals and philosophy of the Department.

Stage 4 Psychological Evaluation (Written)

Assuming you have been successful in all previous stages, you will take a psychological test which will take approximately 4-5 hours. You will then be scheduled for a doctor's assessment.

Stage 5 Background Investigation

When a position becomes available and prior to offering a position, police investigators will conduct a thorough investigation on the top applicants.

Stage 6 Pre-employment Polygraph

You will be requested to take a pre-employment polygraph test.

Stage 7 Chief's Interview

The Chief of Police will conduct a one-on-one interview with each applicant as a final determination in offering a position. All final hiring decisions are made by the Chief of Police following a recommendation of the selection committee.

Stage 8 Job Offer/Medical Assessment/Drug Screening

Each new employee will be given a physical assessment and a drug screening by the City's provider. They will also attend new employee orientation.

Stage 9 Field Training

Field training for animal services is a minimum of six weeks. You will work under the direct supervision of a field training officer.

Stage 10 Probation

Each new officer will be in a probationary status for a period to be determined at the completion of the field training and based upon that officer's performance. This is generally one year from date of hire.

A complete list of essential functions and minimum requirements of the position may be obtained from the Human Resources Office. Sandy City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call (801) 568-7151. Sandy City does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability. If you have any questions at any phase of the process, please contact the Human Resources Office. Sandy City is an equal opportunity employer.